

Safety and Environmental Management

Space and Naval Warfare Systems Center

EMERGENCY

TO REPORT EMERGENCIES

EVACUATION/SHELTER IN PLACE

BOMB THREATS/SUSPICIOUS ACTIV

EARTHQUAKE

FIRE

POWER OUTAGE

HAZARDOUS SUBSTANCE

EVACUATION OF DISABLED PERSONS

FIRST AID

MAPS

TO REPORT EMERGENCIES

FIRE.....	DIAL 9911
MEDICAL.....	For
....	COMNAV
SECURITY.....	Region
.	Southwest
HAZMAT.....	(CNRSW)
WHEN CALLING.....	Dispatch

1. Give your name and phone number
2. Give your command, building, and room number
3. Describe the best way to enter Point Loma (Rosecrans Street or Catalina Boulevard) or the Old Town Campus (Pacific Highway)
4. Describe the emergency clearly and accurately
5. **DON'T HANG UP!** Let the dispatcher end the conversation; other information may be needed.
6. After reporting via 9911, notify SSC San Diego Safety by calling 3-5024 After hours, call the Command Duty Officer (CDO) at 3-4621 Instead.
7. **NOTE: Cell phones must dial 911 and request CNRSW Dispatch**

TO REPORT EMERGENCIES

EVACUATION

SOME EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING

In This Event:

1. Verbal notice or your building alarm systems will sound the evacuation
2. Seek out and assist disabled persons in the area
3. If time permits, turn off the power to electrical equipment. Secure sensitive materials.
Close but do not lock windows. Close but do not lock doors unless specifically required to do so. Take you car keys and personal belongings.
4. Do not use elevators
5. Go to the area **muster site**. Remain calm and orderly. Move quickly and safely. Report to a supervisor and get on their roll call list. Keep roadways and walkways clear for emergency personnel
6. Follow instructions from emergency personnel
7. **DO NOT RE-ENTER THE BUILDING** unless permitted by emergency personnel.

EVACUATION/SHELTER-IN-PLACE

BOMB THREATS/SUSPICIOUS ACTIVITIES

CONTACT CNRSW DISPATCH AT 9911

**BOMB THREATS - Record critical
information on
form OPNAV 5527-8, Telephonic Threat
Complaint,
shown on back of pamphlet.**

**DISCOVERY/SUSPICION OF A BOMB -
Evacuate
and immediately notify CMRSW Dispatch at
9911.
After hours, notify the CDO at 3-4621, too.**

TERRORIST ACTIVITIES/SUSPICIOUS ACTIVITIES

- 1. Report any information to CNRSW
Dispatch at 9911.**
- 2. Do not attempt to investigate or control
the situation.**

“SECURITY IS EVERYONE’S BUSINESS”

BOMB THREATS/SUSPICIOUS ACTIVITIES

EARTHQUAKE

BEFORE AN EARTHQUAKE

- 1. Store heavy objects near the ground or floor**
- 2. Secure tall objects, like bookcases, to the wall**
- 3. Secure gas appliances to prevent broken gas lines and fires**
- 4. Learn local exits, evacuation routes, and muster areas**
- 5. Keep emergency items, such as flashlight, first aid kit, water, boots, and spare clothes, in your car or office**

DURING AN EARTHQUAKE

- 1. If indoors, stay in the building**
- 2. Take shelter under tables, desks, or in a doorway**
- 3. Keep away from overhead fixtures, windows, filing cabinets, and bookcases**
- 4. If outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways**
- 5. Assist disabled persons in the area and find a safe place for them**

AFTER AN EARTHQUAKE

- 1. Check for injuries. Give or seek first aid**
- 2. Look for safety hazards from fire, electrical systems, gas leaks, broken water pipes and glass**
- 3. Do not use telephones and roadways unless necessary, so they can be ready for emergency use**
- 4. Be prepared for aftershocks**
- 5. Cooperate, keep informed, remain calm, and help clean up**
- 6. Evacuate as instructed, assist disabled and injured**

EARTHQUAKE

KNOW THE LOCATION OF FIRE EXTINGUISHERS IN YOUR AREA AND HOW TO USE THEM

- 1. Pull emergency alarm and five verbal alarms**
- 2. Report fire to the CNRSW Dispatch by calling 9911 and to the Safety Office by calling 3-5024**
- 3. If the fire is small, direct the charge of a fire extinguisher at the base of the flames**
- 4. For larger fires, evacuate the building, alerting people as you go. Seek out and assist disabled persons in the area**
- 5. Make sure all doors leading to the main hallways are closed to prevent further spread of the fire. DO NOT lock doors.**
- 6. Once outside, move to an open area at least 20 yards from the building. Avoid inner courtyards. Keep roadways clear for emergency vehicles**
- 7. Follow instructions from emergency personnel**
- 8. Notify Fire Prevention, calling 7-7262 through 7-7278 until successful, about, any fire extinguisher that has been discharged or tampered with.**

**IF SOMEONE'S CLOTHING IS ON FIRE: DROP
THE PERSON TO THE FLOOR AND ROLL. CALL
FOR HELP. ADMINISTER FIRST AID**

POWER OUTAGE

1. Turn off or unplug electrical equipment that may be a hazard if unattended when power resumes
2. Phone CNRSW Dispatch at 9911 (OT28) or the SSC San Diego Trouble Desk at 3-3830 (Bldg 341 Topside), or deliver a message if telephones are not working properly. Trouble desk calls the OWC utilities duty desk at 6-7349.
3. Laboratory personnel must secure experiments or activities that may present a danger with electrical power off or when power is restored unexpectedly. If securing is not possible, evacuation may be required until control is obtained.
4. When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuation may be required until control is obtained.
5. DOWN ELECTRICAL LINES. Alert CNRSW Dispatch at 9911 and the SSC San Diego Trouble Desk at 3-3830. Secure access to the area. No Attempt should be made to secure power or move electrical lines unless absolutely necessary. Wait for emergency personnel.
6. ELECTRICAL MALFUNCTIONS. Report malfunctions to your supervisor and the Trouble Desk, and 9911 if necessary.

POWER OUTAGE

HAZARDOUS SPILLS

IN CASE OF A HAZARDOUS SUBSTANCE SPILL IMMEDIATELY REPORT SPILL

CNRSW Dispatch 9911

SSC San Diego Emergency Coordinator 3-5024
(at Safety and Environmental Office)

Command Duty Officer (after hours) 3-4621

PROVIDE THE FOLLOWING INFORMATION:

1. Your Name and telephone number
2. Location of the spill (Building #)
3. Date and time the spill occurred
4. Type of incident - fire, chemical release, etc
5. Material spilled
6. Characteristic of material (ignitable, corrosive, reactive, toxic)
7. Quantity spill Actual _____ Estimate _____
8. Source of spill (e.g., drum, cylinder, can or bottle)
9. Cause of spill
10. Anticipated movement of spill and actions being taken
11. Possible hazards to human health or the environment
12. Extent of injuries, if any

**IF IN DANGER, EVACUTE THE AREA OF ALL
PERSONNEL.**

**WEAR PROTECTIVE EQUIPMENT AND CONTAIN THE
SPILL,**

IF SAFE.

**IF OFF-CENTER EMERGENCY RESPONSE AGENCIES
ARE**

**REQUIRED, THOSE PERSONNEL WILL BE
REQUESTED BY**

THE CNRSW DISPATCH.

HAZARDOUS SPILLS

EVACUATION OF DISABLE PERSONS

VISUALLY IMPAIRED PERSONS

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit.

Have the person take your elbow and escort him/her (this is the preferred method when acting as a “sighted guide)

HEARING IMPAIRED PERSONS

Two methods of warning are:

- 1. Writing a note telling what the emergency is and the nearest evacuation route. For example: “Fire - our the rear door to the right and down. Now!”**
- 2. Turning the light switch on and off to gain attention, then indicating through gestures what is happening and what to do**

PERSONS USING CRUTCHES, CANES, OR WALKERS

Carrying options include using a two-person locked-arm position or

having a person sit in a sturdy chair, preferable one with arms.

(Don’t force your assistance.) Emergency evacuation chairs are

available in some buildings. (Check your area)

EVACUATION OF DISABLE PERSONS

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NON-AMBULATORY PERSONS (in wheelchairs)

There are many considerations when moving a person in a wheelchair. Some of the movable parts in wheelchairs are not

designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached.

Lifting a person with Minimal ability to move may be dangerous to

their well being. Always consult with the person in the chair regarding:

- 1. The number of people necessary for assistance**
- 2. Ways of being removed from the wheelchair**
- 3. Whether a seat cushion is necessary if the person is removed from the chair**
- 4. Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, spasticity, braces, etc.**
- 5. Being carried forward or backward on a flight of stairs**
- 6. The type of assistance necessary after evacuation**

EVACUATION OF DISABLE PERSONS

**IN THE EVENT OF A LIFE
THREATING
MEDICAL EMERGENCY,
CALL 9911, CNRSW DISPATCH**

**Check for Medical Alert
Identification with
instructions. Give Appropriate first
aid until
assistance arrives.**

**DO NOT MOVE THE VICTIM UNLESS
ABSOLUTELY NECESSARY**

INFORMATION COVERED:

**FAINTING AND UNCONSCIOUSNESS
CARDIOPULMONARY RESUSCITATION
SEVERE BLEEDING AND WOUNDS
BURNS
SEIZURE
POISONING**

FIRST AID

FAINTING and UNCONSCIOUSNESS

1. If unconscious, have victim sit with head between knees or lie down.
2. If unconscious, check for breathing. If breathing, place victim on side. If not breathing, provide mouth to mouth resuscitation.

CARDIOPULMONARY RESUSCITATION

Place victim on back.

DETERMINE RESPONSIVENESS

YES: Keep responsive, wait for help

NO: Open airway, head tilt, chin lift

CHECK FOR BREATHING

Look: For rise and fall of chest

Listen: For exhaled air

Feel: Warmth of air on cheek

YES: Maintain airway, monitor breathing

NO: Rescue breathing.

Seal mouth with yours

pinch victim's nose

give 2 slow breaths

CHECK FOR CIRCULATION

2 Fingers over carotid artery

Check pulse up to 10 seconds

YES: Resume rescue breathing.

1 Breath every 5 seconds.

Monitor pulse frequently

NO: Begin chest compressions.

Locate proper hand position.

Lower half of sternum. 2 hands - 1 ½ to 2" deep.

15 compressions at the rate of 80 to 100/min.

2 breaths - continue for 1 minute

**RECHECK PULSE - IF NO PULSE, CONTINUE
UNTIL HELP ARRIVES.**

**LEARN FIRST AID AND CPR BEFORE AN EMERGENCY
OCCURS.**

FIRST AID

FIRST AID

SEVERE BLEEDING and WOUNDS

1. Apply direct pressure on wound with clean cloth or hand
2. Apply firm, steady direct pressure for 5 to 15 minutes.
Most bleeding will stop within a few minutes
3. If bleeding is from a foot, hand, leg, or arm, use gravity to help slow the flow of blood. If there are no broken bones, elevate the limb so that it is above the victim's heart

BURNS

1. Immerse minor burn in cool water
2. Flood chemical burn with cool water for at least 20 minutes
3. Cover burn with dry bandage, clean sheets, or clean handkerchief

SEIZURE

1. Call for medical help at once
2. Let the seizure run its course
3. DO NOT attempt to force anything into the victim's mouth
4. There is little you can do to stop the seizure
5. Help the victim lie down and keep from falling or injuring self
6. Loosen restrictive clothing
7. DO NOT use force or attempt to restrain a seizure victim
8. Provide opportunity to rest after seizure

POISONING - CALL 9911, CNRSW Dispatch

1. Call Poison Control Center for instructions if necessary. 1-800-976-4766

LEARN FIRST AID AND CPR BEFORE AN EMERGENCY OCCURS.

FIRST AID

MAPS

- **POINTS LOMA**
- **TOPSIDE**
- **BAYSIDE**
- **SEASIDE**
- **SEASIDE NORTH**
- **BARRACKS/MODEL RANGE**
- **CLIFFSIDE**
- **MONUMENT AREA**
- **OLD TOWN CAMPUS**
- **SPAWAR SYSTEMS CENTER, SAN DIEGO**

MAPS

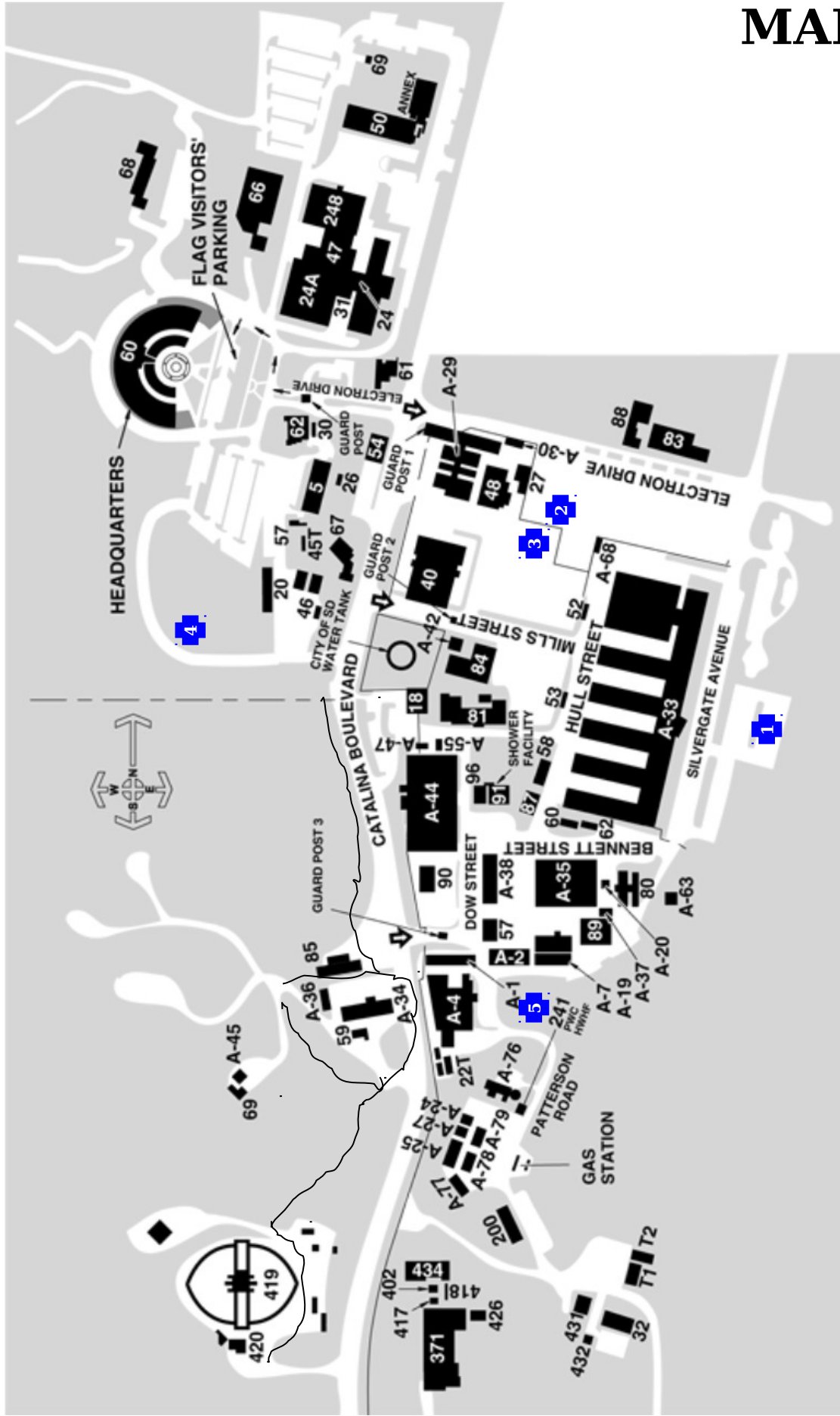
MAPS



**POINT
LOMA**

Evacuation Muster Points

MAPS

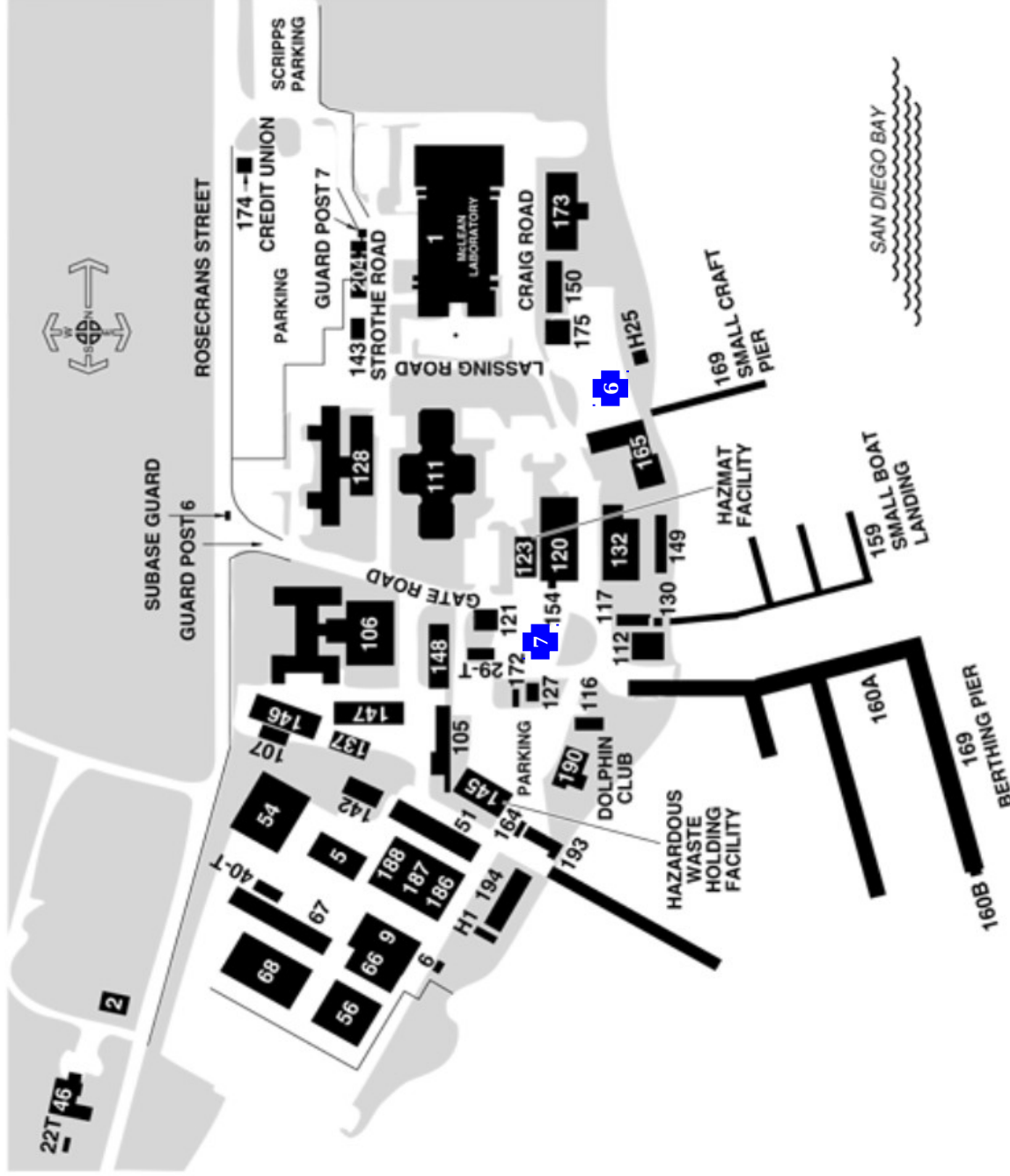


TOPSIDE AREA

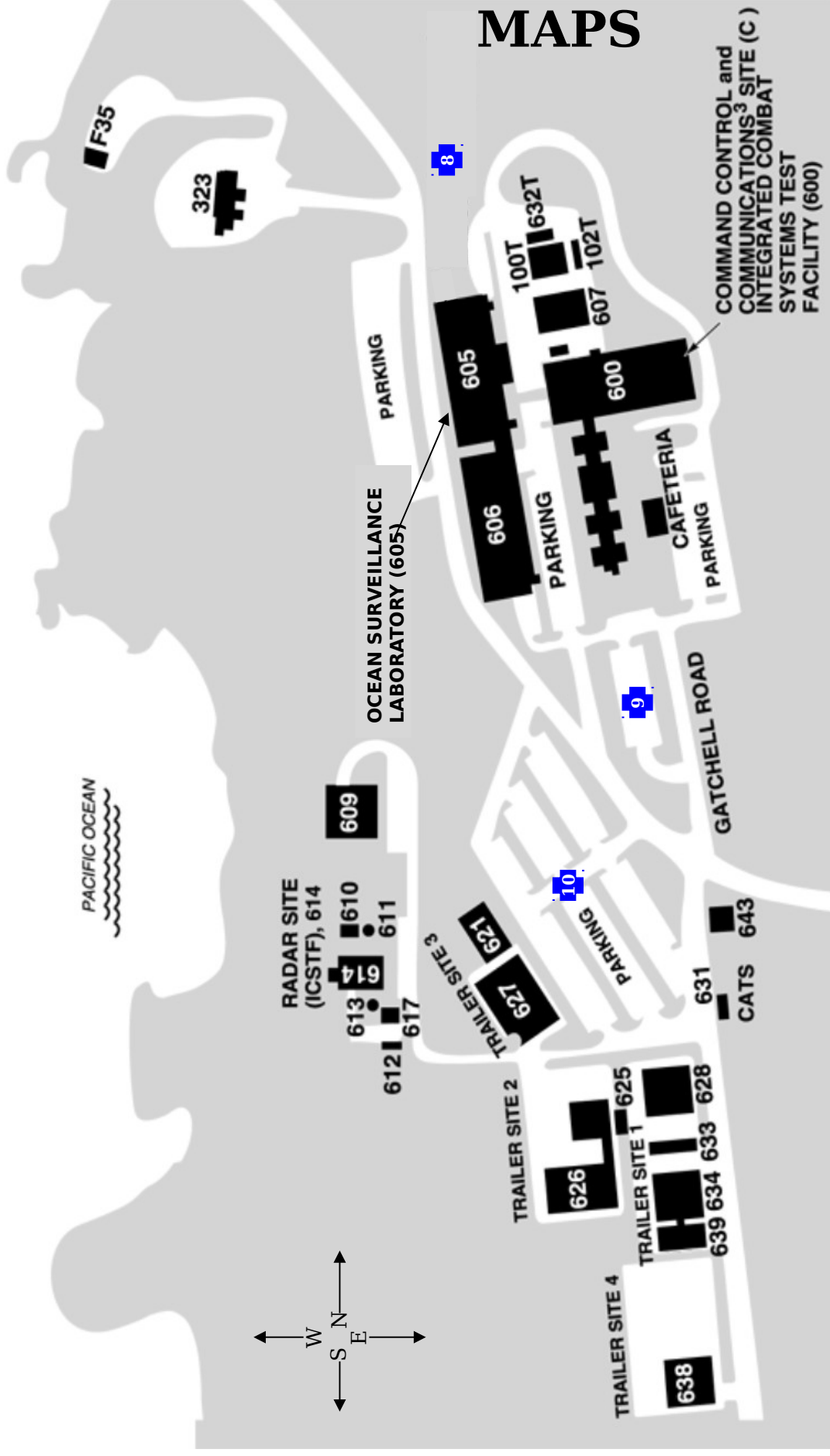
Evacuation Muster Points

MAPS

BAYSIDE AREA



Evacuation Muster Points



MAPS

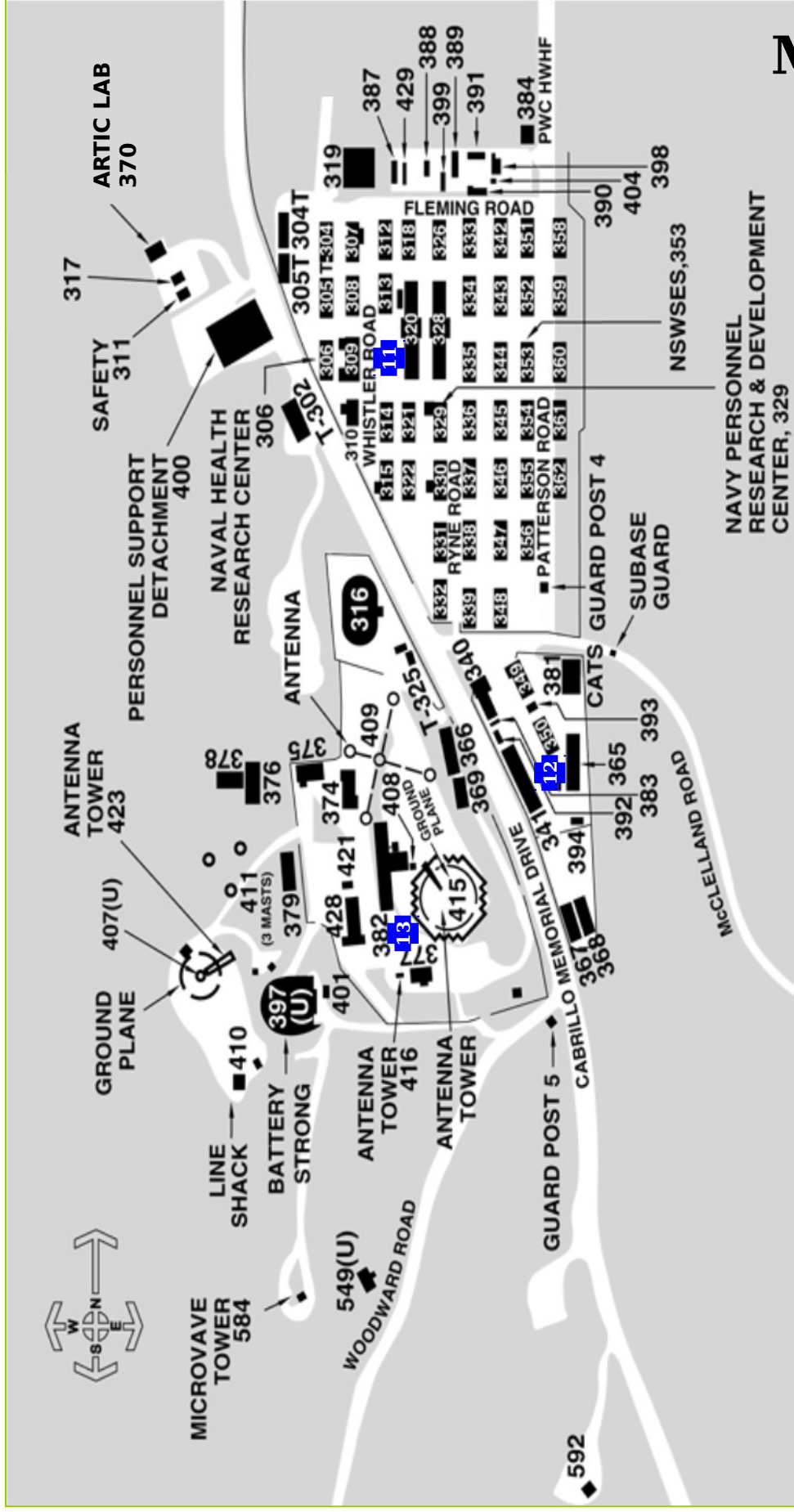
SEASIDE AREA

SEASIDE NORTH NO MAP FOUND

**SEASIDE
NORTH**

MAPS

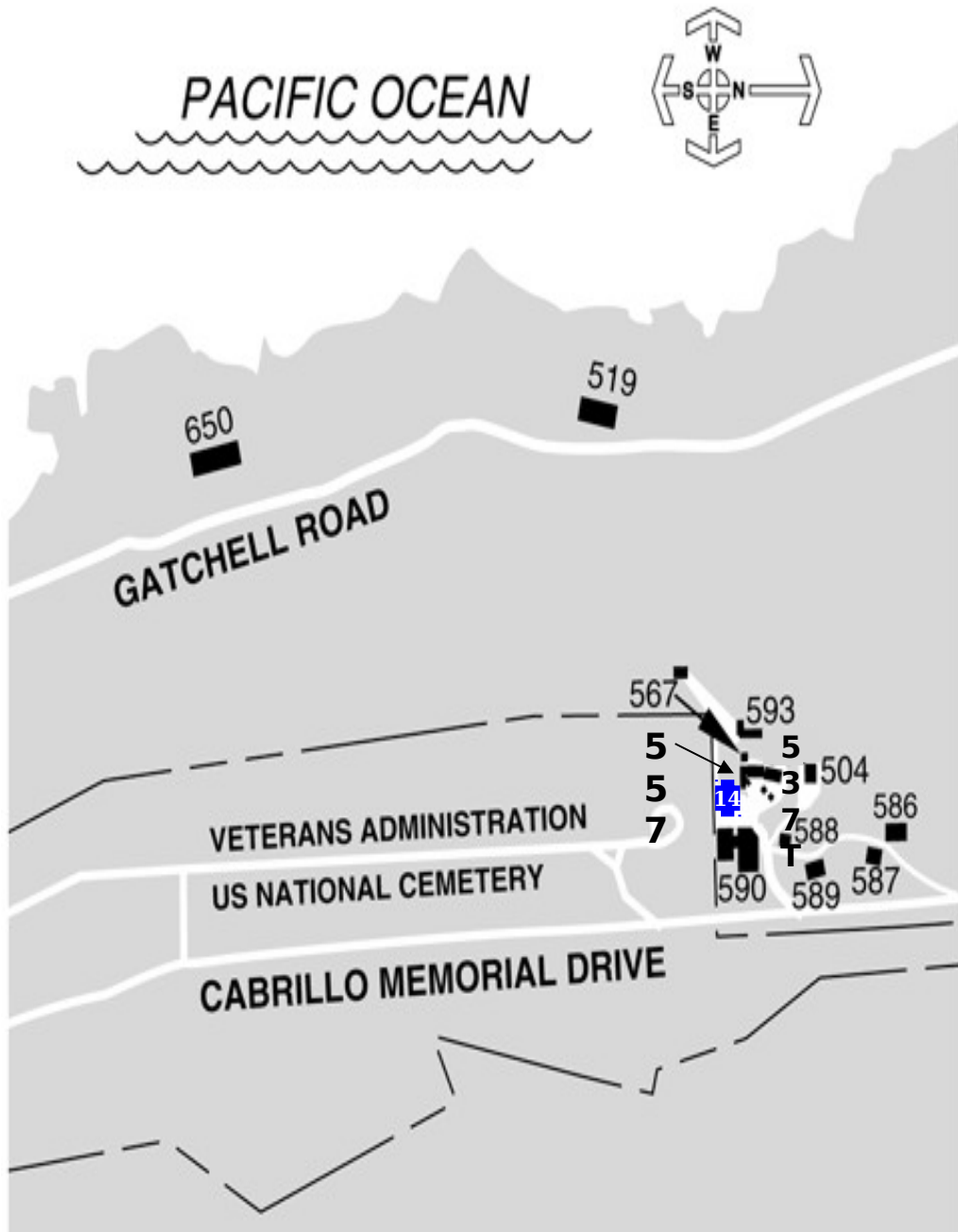
Evacuation Muster Points



MAPS

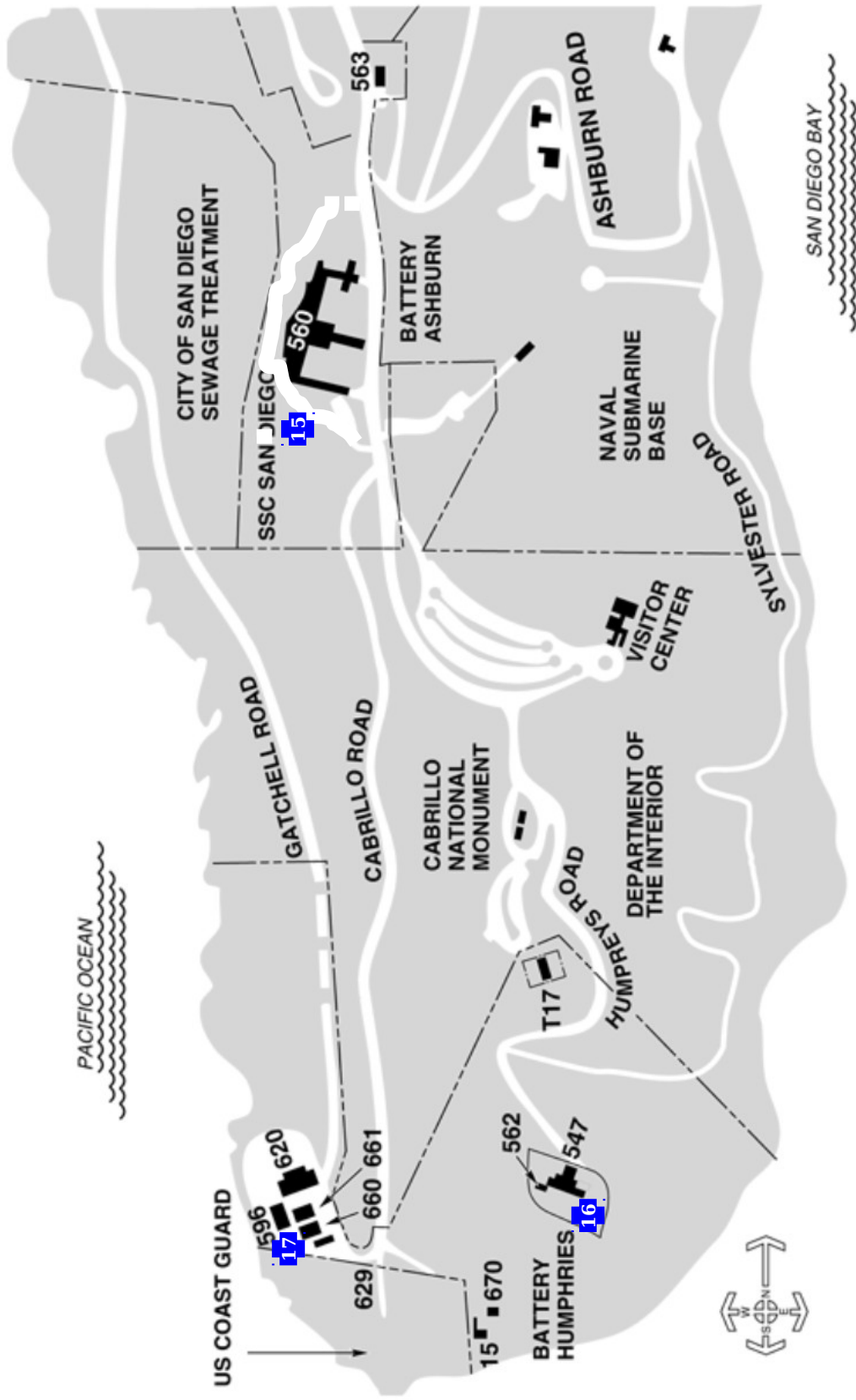
BARRACKS/MODEL RANGE AREA

Evacuation Muster Points



CLIFFSIDE AREA

Evacuation Muster Points

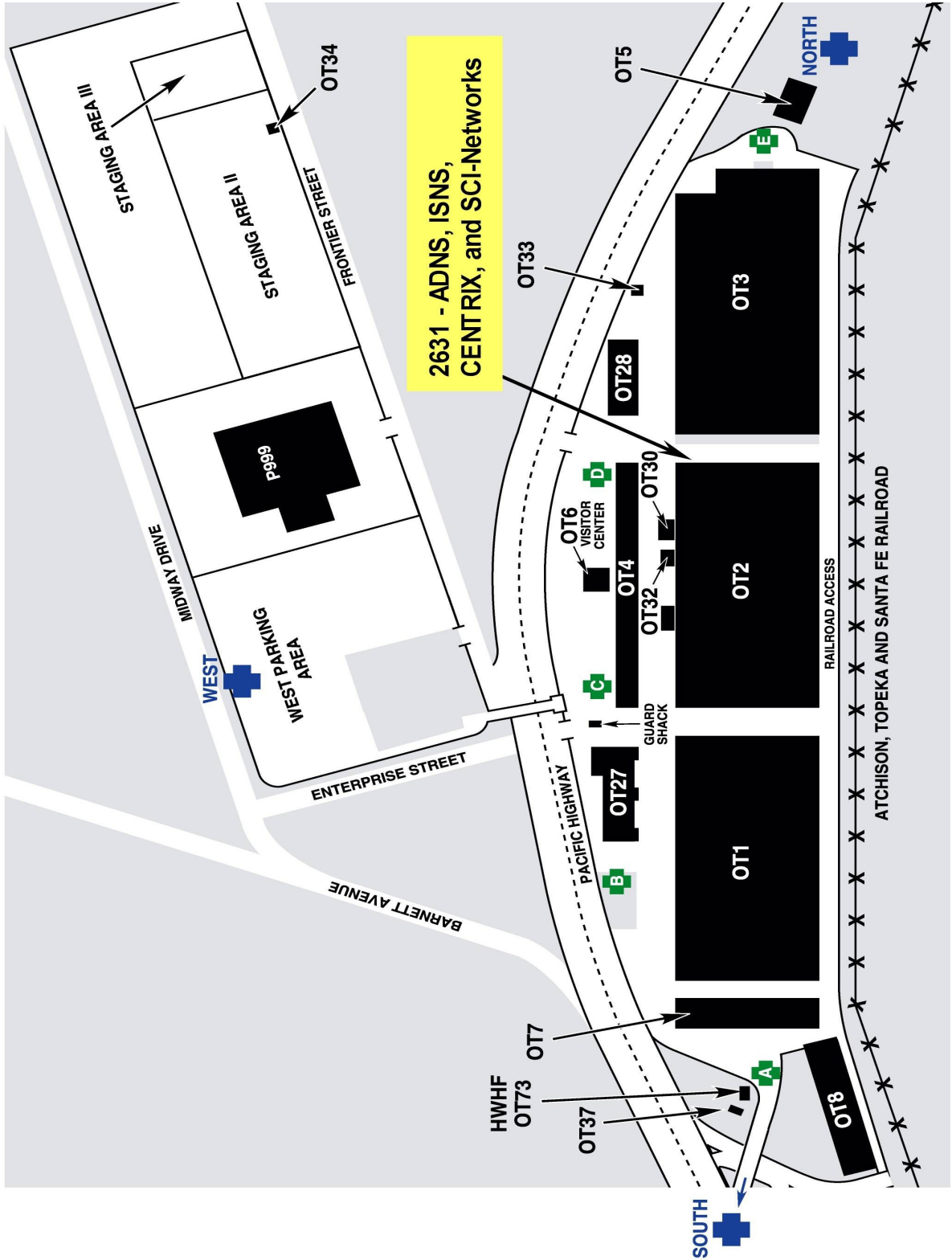


MAPS

MONUMENT AREA

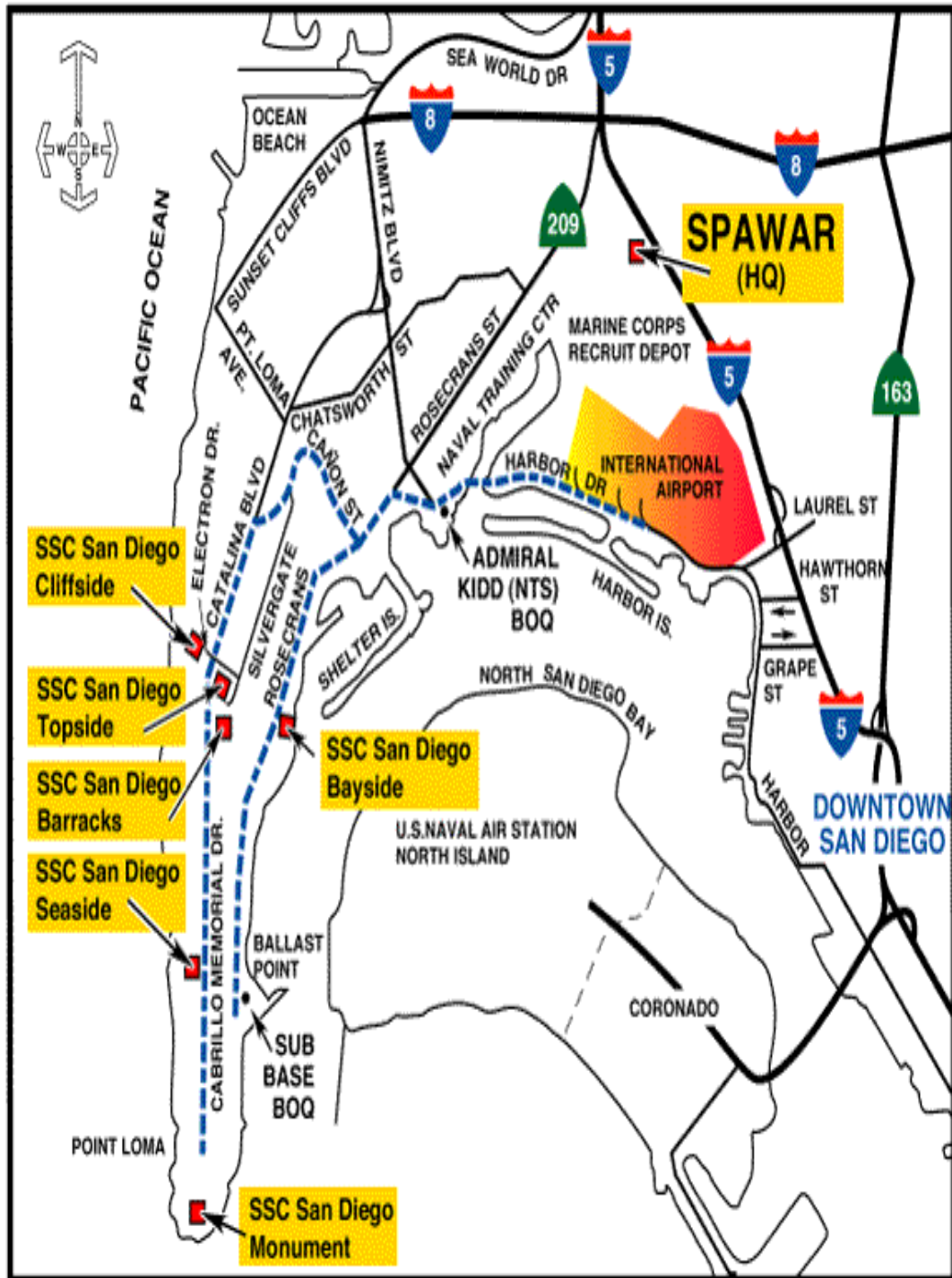
MAPS

OLD TOWN MEF PRIMARY LOCATIONS AND EVACUATION MUSTER POINTS



OLD TOWN CAMPUS

MA PS



SPAWAR Systems Center, San Diego

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